

LIQUOR LICENSE – NECESSARY FORMS

Change of Location/Alteration of Premises – Restaurant, Package Store, or Club

“Alteration” means any increase or decrease in the size, change in the character of the licensed premises, or changes in the entrance/exit locations.

The following forms should be given to the applicant:

- Form 43
- Form 997 – for change of location
- Affidavit of Notice of Mailing to Abutters
 - Applicants must notify abutters by Certified Mail. For purposes of Liquor License Applications, (Ch138 Sect.15A), an abutter is a person whose property directly touches the proposed premises – not someone across the Street. Churches, Synagogues, Hospitals, and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. Whether the license is protested or not, the Board of Selectmen must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

The applicant should return the completed forms above and include the following:

- \$200 check or money order payable to the Commonwealth of Massachusetts
- \$100 check payable to the Town of Lexington
- If the applicant is a corporation, vote of the Board of Directors authorizing the changes.
- A copy of the blue prints or hand drawn floor plan (drawn to scale) of the new location or alteration.
- Documents showing applicant has legal right to occupy premises identified in application, for example, lease.

Once a complete application is received by the Selectmen’s Office:

Our office will advertise the date of the hearing in the local paper. A copy of the advertisement will be provided to the applicant to send to the abutters.

Applicants must bring Affidavit of Notice of Mailing to Abutters and the receipts of notifying abutters by Certified Mail (green cards) to the hearing.

THE COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION

FORM 43

License Number _____

City/Town _____

Date _____

Type of Transaction (Please check all relevant transactions)

☐ New License

☐ New Officer/Director

☐ Pledge of License

☐ Transfer of License

☐ Change of Location

☐ Pledge of Stock

☐ Change of Manager

☐ Alter Premises

☐ Other _____

☐ Transfer of Stock

Name of licensee _____

FID of Licensee _____

D/B/A _____

Manager _____

Address: Number _____

Street _____

Zip Code _____

Annual or Seasonal _____

Category: All Alcohol, Wine & Malt

Type: Restaurant, Club, Package Store
Hotel, General on Premise, Etc.

Premises: _____

Description of Licensed Property: _____

Application was filed: _____

Date & time

Advertised: _____

Date & Publication

Abutters Notified ____ Yes ____ No

Person to Contact regarding this transaction: _____

The Local Licensing Authorities

By: _____

Alcoholic Beverages Control Commission

Ellen Moriarty

Executive Director

Remarks: _____

PLEASE NOTE: THE BEST PRACTICE IS FOR THE LOCAL LICENSING AUTHORITY TO FILL OUT THE FORM 43 BEFORE IT IS SIGNED.

INSTRUCTIONS FOR FORM 43

- 1) LICENSE NUMBER assigned by the ABCC
- 2) CITY/TOWN, name of city or town
- 3) DATE GRANTED, date granted by local board
- 4) TYPE OF TRANSACTION, Each type of transaction being granted by local board must be checked off. Other refers to transactions like change in hours, change of dba, or granting of a cordials and liqueurs permit.
- 5) NAME OF LICENSEE is issued, exact name to appear on, license.
- 6) FID if corporation, FEDERAL ID NUMBER
- 7) DOING BUSINESS AS: trade or business name filed with town clerk
- 8) MANAGER: if corporation, there must be a manager
- 9) STREET ADDRESS of licensed premises
- 10) CLASS: annual or seasonal
- 11) CATEGORY: All alcohol, wine and malt, wine only, malt only
- 12) TYPE: restaurant, club, package store, etc.
- 13) Complete description of premises and physical areas where alcoholic beverages will be sold, served, delivered, furnished, consumed and stored.
- 14) Date and time application filed with city/town
- 15) Date advertised, name of publication
- 16) ABUTTERS NOTIFIED: Indicate compliance if transaction requires formal notification
- 17) CONTACT PERSON: Used by ABCC to contact applicant or applicant's representative
- 18) REMARKS: Room for the local board to enter any comments or restrictions about the license application being granted
- 19) SIGNATURE OF LOCAL BOARD
- 20) SIGNATURES, DATE APPROVED AND REMARKS OF ABCC

PETITION FOR LICENSE TRANSACTION

The Commonwealth of Massachusetts

_____ 20 _____

____ Change of Location

____ Pledge of Stock

____ Pledge of License

____ Change of Corporate Name

____ Change of D/B/A

____ Change of Manager

____ Change of License Type

____ Cordials and Liqueurs Permit

To the

Licensing Board for the

The undersigned respectfully petition for

Signed _____

_____ Title

AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

LICENSING BOARD FOR THE

Date _____, 20____

To the Licensing Board

For the _____

I, _____ hereby certify that the following is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location for an alcoholic beverages license at _____.

And that the following schools, churches or hospitals are located within the radius of five hundred (500) feet from said proposed location:

If there are none, please so state _____

I also certify that the notice of this application/petition concerning an alcoholic beverages license was given to the above by mailing to each of them within three days after publication of same, a copy of the advertisement is attached below. Also attached are the registered receipts/return registered receipts bearing signatures of persons receiving said notice.

Signed and subscribed to under penalties of perjuries this _____ day of _____, 20_____.

Printed: _____

Written: _____

ATTACH ADVERTISEMENT
AND RECEIPTS HERE

Notary Public: _____
My Commission expires _____